

MSA for Business and Management Consulting Services

FAQs:

STATE AND LOCAL AGENCIES:

Question #1: When do I have to get DGS/OLS approval for service contracts.

Answer #1: **Local Agencies** follow their own approval processes; however, for local agency competitive bid purposes DGS Procurement Division considers this Master Agreement to have been competitively bid.

State ordering agencies must obtain DGS/Office of Legal Services (OLS) approval as follows:

Less than \$35,000 = DGS/OLS approval is not required-ordering agency must maintain complete file documentation.

More than \$35,000 = DGS/OLS approval is required unless the agency has a special delegation from OLS.

NOTE: No individual order can exceed the \$250,000 cap. If the agency exceeds this amount, they must work with DGS/OLS for alternative solutions for contract approval.

Question #2: What document do I use to do get three quotes?

Answer #2: Both the DGS/OLS and DGS/PD have worked to develop a sample "Request for Best Offer" document to be used by agencies requesting offers from contractors under this MSA. Please refer to the DGS/PD web site under "master agreements" for the sample document. If agency staff need assistance, please contact the DGS/OLS assigned attorney or contact the DGS/PD contract administrator.

Question #3: How do I evaluate the offer from the Contractor?

Answer #3: The DGS/OLS and the DGS/PD suggest the ordering agency use a simple point scoring methodology. For guidance, please contact DGS/OLS or DGS/PD.

Question #4: Are all the forms available electronically?

Answer #4: Yes, please see section VI of the Ordering Instructions.

Question #5: What steps are required if a project involves more than one service category?

Answer #5: The following are a list of approaches to be used when more than one service category is involved under this MSA:

- 1) If the project involves more than one service category, the statement of work should be sent to contractors that are in each of the required categories, or
- 2) If the primary project business problem results in 51% or more of the total contract dedicated to category Y and the balance falls under another category, the prime contractor for the plus 51% should be able to get the order and could subcontract with another vendor to fulfill the entire needs of the customer, or

- 3) The agency needs to determine if the total business problem can be separated. If the work for category X can be separated from category Y work, then there should be separate orders issued. In other words, are these two “stand alone” projects?

CONTRACTORS:

Question #1: What are the MSA reporting requirements?

Answer #1: Refer to the Ordering Instructions attachment titled Contract Language, Exhibit F, Administrative Provisions, Paragraph 2, Monthly Report. This language is included in the contract approved and awarded by DGS/PD.

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